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EXTENSION SERVICE
OFFICE OF COOPERATIVE EXTENSION WORK, WASHINGTON, D. C.

THIS LOOKS GOOD

A PLAN OF WORK THAT WORKS

Oklahoma Supervisors Adopt Uniform Plan

C. L. Chambers,
Field Agent, Southern States

A plan of work that sets forth the difficulties, solutions, and means of measuring progress was recently adopted in Oklahoma for use by the entire extension supervisory staff. This uniform plan, which is illustrated on the back of this page, includes a monthly calendar and is used as a means of recording the amount of time spent on each enterprise in the various counties as well as a ready reference and guide for the work to be done.

When various factors, such as adverse weather conditions, cause the supervisor to change his arrangements for field work in the county, a glance at the plan of work shows what enterprises are best for taking up with the agent. After the work with the agent is completed the supervisor may record in the column headed by the name of that county, opposite the particular enterprise concerned, the amount of time spent with the agent in tenths of a day.

This simple arrangement makes it very easy to obtain the total amount of time spent in any county or on any particular enterprise, for the addition of the figures in the columns will give the one and the addition of the figures across the page will give the other. It also enables Oklahoma supervisors to review their plans and accomplishments in cooperation with the agents concerned and thus judge their future action more definitely. A copy of a complete plan may be procured upon application to this office.

Original distribution to extension directors and supervisors in all States.

SUPERVISORY PLAN OF WORK

Northeast District, Oklahoma

		Name of Supervisor					
		Name of counties in columns					
		Cher-	Adair	Okeee	Craig	Creek	Ware
(1)	<u>County Plans:</u>						
	a. Assisting agents in developing definite plans.	a	a	a	a	a	a
	b. Aiding in planning demonstrations that demonstrate, etc.	b	b	b	b	b	b
	c. Assisting in developing community and club organization	c	c	c	c	c	c
(2)	<u>Meetings:</u>						
	a. Assisting in planning and executing subject matter as pruning, terracing, culling, etc.	a	a	a	a	a	a
(3)	<u>Field Meetings and Tours:</u>						
	a. Assisting agents in planning and executing.	a	a	a	a	a	a
	b. To exhibit work done by demonstrators	b	b	b	b	b	b
(4)	<u>Publicity:</u>						
	a. Aiding agents in writing and publishing local news items relative to demonstrations, accomplishments, and all such events as field tours and field meetings	a	a	a	a	a	a
(5)	<u>Check-Up:</u>						
	Assisting agents in ascertaining:						
	a. If demonstrations demonstrate and secure records on same.	a	a	a	a	a	a
	b. The advance of project by years and developing charts to show program.	b	b	b	b	b	b
(6)	<u>Fairs:</u>						
	a. Assist agents in planning fairs; especially educational exhibits.	a	a	a	a	a	a
	b. Judging. (Help secure)	b	b	b	b	b	b
(7)	<u>Marketing:</u>						
	a. Assisting agents in coordinating production and marketing with local people.	a	a	a	a	a	a
(8)	<u>Office Management:</u>						
	Assist agent in:						
	a. Developing suitable reference file, bulletin rack, etc.	a	a	a	a	a	a
	b. Short cuts in office management.	b	b	b	b	b	b
	c. Stenographic help where needed.			c	c	c	c
(9)	<u>Courts:</u>						
	a. Securing funds.	a	a	a	a	a	a
	b. Maintaining or change in force.	b	b	b	b	b	b
	c. Paying calls.	c	c	c	c	c	c